



## Certificate of Appropriateness Instructions

The Cultural Heritage Commission is responsible for the review of all exterior physical changes to designated historic landmarks and all properties located within historic districts, whether or not a building permit is required. This pertains to repainting, restuccoing, and fences. All exterior work is reviewed, even if it can't be seen from the street. Interior alterations are not reviewed unless it affects the exterior. Normally, ordinary maintenance and minor repairs do not require a Certificate of Appropriateness.

Please use the attached application form to describe your project. The project description should list all proposed alterations and include specifications and details regarding the work. Your application shall contain, at a minimum, the following information:

- ✓ Photograph of the subject property
- ✓ Photograph of the specific areas of the building to be modified
- ✓ Clear detailed description of the proposed work
- ✓ Site Plan, where applicable
- ✓ Color samples, from paint supplier. Please Note: If a change in exterior color is requested, please submit color samples and note their location (main body, trim, trim, highlight, etc.)
- ✓ Brochure or other source of information describing product or material to be used
- ✓ Drawing or rendering to illustrate the proposed change or alteration, if applicable
- ✓ Landscape plan and landscape calculations for additions or hardscape projects

Please note, for painting or roofing make sure to include the manufacturer, color and product number that you are proposing upon submittal of application. If this information is not included, it could delay the process.

Environmental regulations according to the California Environmental Quality Act (CEQA) may also require review.

Depending on the scope of work, some projects may be approved by staff, while others will require review by the Cultural Heritage Commission.

If you have further questions or need additional information, please call the City's Historic Preservation Office at 562.570.6194 or email [historicpreservation@longbeach.gov](mailto:historicpreservation@longbeach.gov)



**CERTIFICATE OF APPROPRIATENESS**  
Re-Roofing Application

<i>Please print legibly or type</i>	DATE:	PROJECT NO:	CASE NO: <b>COAS</b>
PROJECT ADDRESS (NOT MAILING LIST):		HISTORIC DISTRICT/LANDMARK NAME:	
APPLICANT'S NAME:		PROPERTY OWNER'S NAME:	
APPLICANT'S ADDRESS:		PROPERTY OWNER'S ADDRESS:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
TELEPHONE (INCLUDING AREA CODE):		TELEPHONE (INCLUDING AREA CODE):	
APPLICANT'S EMAIL:		PROPERTY OWNER'S EMAIL:	

**Please check the appropriate boxes below. Only check a box if it accurately and completely describes your proposed work, otherwise leave boxes blank. See other side for additional information.**

- ROOFING TYPE:** The existing roofing material is composition shingle, wood shake or shingle, tile or metal. Must include manufacturer/brand and color. The new roofing materials will be:
 

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	30 year (min.) dimensional composition (SPECIFY OLD/NEW COLOR) _____
<input type="checkbox"/>	<input type="checkbox"/>	Wood shake or shingle (FIRE TREATED)
<input type="checkbox"/>	<input type="checkbox"/>	Clay Tile (SPECIFY OLD/NEW COLOR) _____
<input type="checkbox"/>	<input type="checkbox"/>	Built-up
<input type="checkbox"/>	<input type="checkbox"/>	Metal (SPECIFY TYPE AND FINISH)
<input type="checkbox"/>	<input type="checkbox"/>	Tar & Gravel
<input type="checkbox"/>	<input type="checkbox"/>	Substitute material, simulates one of the above listed materials in texture and appearance. (SPECIFY OLD MATERIAL AND COLOR/NEW MATERIAL AND COLOR)
- GUTTERS:**
  - There are no existing gutters.
    - No new gutters are proposed.
    - The existing gutters are fascia gutters. (SPECIFY TYPE AND MATERIAL) \_\_\_\_\_
  - The existing gutters are fascia gutters.
    - There is no change proposed to existing gutters.
    - New fascia gutters will be provided.
    - Gutters will be repaired/replaced to match existing.
  - The existing gutters are ogee gutters.
    - There is no change proposed to existing gutter.
    - New ogee gutters will be provided.
    - Gutters to be repaired/replaced to match existing.
- RAFTER TAILS:**
  - There are no exposed rafter tails
  - There are no existing gutters
  - Rafter tails will be repaired/replaced to match existing in material, location, and appearance
- VALUATION AMOUNT:** Number of squares \_\_\_\_\_ Valuation of Work \$ \_\_\_\_\_

*I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information on this application is true and correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or email completed application to: [historicpreservation@longbeach.gov](mailto:historicpreservation@longbeach.gov)

**FOR DEPARTMENT USE ONLY BELOW THIS LINE**

Issued By: _____ Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Referred to HPO	COA Fee: \$ _____ 8% Surcharge: \$ _____ <b>TOTAL: \$ _____</b>
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To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

## ARCHITECTURAL STYLES IN LONG BEACH



## HISTORIC ROOFING MATERIALS

Material	Associated Architectural Styles	Roofing Material Patterns
Slate	Tudor, French Provincial	Square, elongated, rusticated, block
Clay Tile	Spanish, Mission, Mediterranean, Italian	Roman, Spanish, interlocking
Tar & Gravel	Ranch, International	None
Wood Shakes	Neo-Traditional, Ranch	Sawed, split
Wood Shingles	Original to Victorian, Queen Anne, Transitional, Colonial Revival, American Foursquare, Craftsman	Fishscale, diamond, octagon, hexagon, plain, variegated
Composition Shingles (asphalt)	Preferred substitute for wood shingles on Victorian, Queen Anne, Mass Plan, Transitional, Colonial Revival, American Foursquare, Craftsman	Fishscale, diamond, octagon, hexagon, plain, variegated
Metal	Industrial, Modern/Contemporary	Batten, ribbed, standing seam, corrugated
Roll Roofing	Budget substitute for composition shingles inappropriate for most style dwellings except Art Deco, Streamline Moderne style properties with parapets	None
<p>*Note location of drip edges, gutters, downspouts, etc. They should be placed as inconspicuously as possible and finished to match color of roofing material and/or house trim.</p>		